

# Tips for Writing an Effective Resume



# Purpose of a Resume'

- Summary of experience, education, skills, leadership abilities & accomplishments
- “Foot in the door” – get an interview
- Review & summary

# FACT

Employers spend  
an average of  
12-15  
**seconds**  
reading a  
resume'



**YOU ONLY HAVE SECONDS FOR YOUR RESUME' TO MAKE AN IMPRESSION ON A POTENTIAL EMPLOYER.**

# Resume' DOs & DON'Ts

## **DO**

- Keep it to 1 page
- Use reverse chronological order
- Use bulleted points
- Use ACTION verbs
- Spell-check & proofread at least twice & have someone else check it

## **DON'T**

- Overwhelm the reader
- List experience/education out of chronological order
- Write in paragraphs
- Use “I” or “we” or “you”
- Send a resume' with spelling/grammar errors

# **RESUME' DESIGN & PRESENTATION**

- Use heavy-weight white or off-white paper.
- Use 8-1/2- x 11-inch paper.
- Print on one side of the paper.
- Leave plenty of white space – don't make it look crowded.
- Use a font size of 10 to 14 points, preferably 12 point.

# **RESUME' DESIGN & PRESENTATION**

cont'd

- Use non-decorative typefaces; keep it clear and easy to read.
- Choose one typeface and stick to it.
- Boldface job titles and use descriptive category headings (“Leadership Experience vs. just Experience”).
- Leave a blank space between the separate sections and items on your resume.

# **RESUME' DESIGN & PRESENTATION**

cont'd

- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.
- Do not fold or staple your resume.
- If you must mail your resume, put it in a large envelope.

# **STEP 1**

- Open Microsoft Word document
- Set margins to 1" all around
- Do heading with the following information:
  - Full name (16 point font)
  - Mailing address (14 point font)
  - Phone number(s) (14 point font)
  - Email address (14 point font)
  - Portfolio address (14 point font)



# **STEP 1 EXAMPLE**

Sharon Tankersley Wright

1800 Pleasant Ridge Drive

Sylacauga, AL 35150

(256) 369-1976 or (256) 404-1766

[swright@tcboe.org](mailto:swright@tcboe.org)

Englishwithmrswright.wikispaces.com

\*\*Can be left aligned or centered

# **STEP 2**

- Enter two times below heading
- Begin first section titled “Objective”
- Write your objective
  - This section can be customized for each job
  - This is an opportunity for the employer to learn what YOU want out of their company/workplace

# **STEP 2 EXAMPLE**

- Objective: To obtain employment & experience in a field related to my planned college major, accounting.

# **STEP 3**

- Enter twice after “Objective” to begin your “Education” section
- What you should have as of right now:
  - Childersburg High School junior – GPA \_\_\_\_\_
  - ONLY put your GPA if it is higher than a 3.0 (B average)
  - List any honors or AP courses you have taken

# **STEP 3 EXAMPLE**

- Childersburg High School junior – GPA 3.75
- Currently enrolled in honors geometry and AP English courses; received highest average award in honors Algebra II & honors 10<sup>th</sup> Grade English

# STEP 4

- Enter twice after “Education” section to begin the “Work Experience” section
- Begin with your most recent work experience
- If you have NO experience...skip this step; HOWEVER , volunteering or working for no pay is still work experience.
- Work Experience
  - Employer – City, State
  - Work Dates (from...to)
  - Job title
  - Job duties (using action verbs)

# **An Example of Paid Work Experience**

- Burger King – Childersburg, AL
- March 2012 - present
- Cashier
  - Take customer orders accurately & politely
  - Assist in making/bagging customer orders
  - Count in/out cashier drawer accurately
  - Maintain cleanliness of front counter & lobby area

# **An Example of Unpaid Work Experience**

- Care House Food Bank – Sylacauga, AL
- September 2010 – present
- Volunteer Worker
  - Assist director with inventory of canned goods & non-perishable food items
  - Receive & catalogue donations
  - Write receipts for received donations
  - Work with other volunteers to maintain cleanliness of facilities
  - Assist directors & other volunteers in planning & implementing community service projects & fundraisers



# **STEP 5**

- Extracurricular Activities & Leadership Roles
- Clubs & organizations at school
- Clubs & organizations outside of school
- Church/religious affiliations

# **STEP 5 EXAMPLE**

- Member of CHS volleyball team 2010-present; Member & current president of Senior Beta Club; Homecoming representative 2011 & 2012; member of Grace Baptist Church & Grace Baptist Church youth choir; served as Childersburg Chamber of Commerce Ambassador 2012-present; member of CHS Spanish Club 2010-present

# **STEP 6**

- Time to list what YOU are good at that might be beneficial to an employer

# **STEP 6 EXAMPLE**

- Skills & Specialties
  - Expert in various computer applications including Microsoft Office Word, PowerPoint, Publisher, email, Web 2.0 Tools, iPad applications, & Google Drive
  - Familiar with all types of office copiers, fax machines, and intercom equipment
  - Possess excellent keyboarding skills
  - Exceptional communicator

# STEP 7

- PROOFREAD
- SPELL-CHECK
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**AND DON'T FORGET TO PROOFREAD & SPELL-CHECK!**

# REMEMBER

A Resume' is a  
reflection of YOU.

# THINK

About what you  
want others to see!

